Newsletter

October 2, 2013

Principals Update

The [Year-at-a-Glance](#) calendar for principals covers both the Teacher Professional Growth and Effectiveness System (TPGES) and Principal Professional Growth and Effectiveness System (PPGES). Remember that the calendar is a suggested timeline. KDE's [PPGES Web page](#) has new supports and updates to resources. Bookmark the page and visit it frequently for more information.

Principals should be thinking about both parts of the system.

Timeline Tip: October Focus – PPGES

In the PPGES, Val-Ed 360 is to be completed in October. This will involve responses from the superintendent/designee, teachers and principal. Someone from the central office should oversee this process. Val-Ed will provide valuable feedback for the principal as he/she thinks about developing his/her growth goals, particularly as it relates to the Professional Growth Goal.

The collaboration the principal is doing to develop Student Growth Goals (SGG) and Professional Growth Plans (PGP) should help inform the principal as he/she completes his/her own SGG and PGP. This is an area to continue to connect the two components of PGES.

Timeline Tip: October Focus – TPGES

The first observation window closes October 31, so principals will be completing the first round of observations within the coming weeks. Shortly after completing the observation process, principals should provide feedback to teachers as a part of the post-conference session. Remember, teachers can and should lead these conversations. Principals should provide support with specific and meaningful feedback about the evidence from the observation. The post conference provides an excellent opportunity for principals to recommend professional learning opportunities through PD 360 from within the observation tool. Matching professional learning opportunities to teacher needs based on observable data is a primary goal within the system.

District Certified Personnel Evaluation Plans

Certified personnel evaluation (CPE) plans are due to the Kentucky Department of Education in December 2014. Plans should reflect district protocols and procedures for implementing PGES. A model district CPE plan will be provided to districts to use as a guide. This model plan will be useful as districts begin to make critical decisions about implementing PGES. Several districts have provided input regarding the new sections to be included within the revised and updated CPE plan for the 2014-15 academic year.

Looking Ahead:
Avoiding Dual Evaluation System Implementation during 2014-2015 Academic School Year

Statewide implementation of the PGES System in 2014-15 school year includes no personnel consequences. To evaluate those individuals in the summative year of their evaluation cycle and avoid using two systems, a district may choose a hybrid model. This means a district may choose to adopt the processes and protocols within PGES as the new evaluation system and include its current decision-making protocol. This must be done in concert with the district 50/50 committee and be approved by the local school board. The standard decision-making protocol for final ratings – meets or does not meet – would be based on the evidence within the new PGES system. Local boards, at any time, may update their evaluation procedures and submit updated plans to KDE. Therefore, as "official" updates are made prior to the December 2014 deadline, KDE encourages districts to submit this information to avoid any confusion.

In the coming months, webinars will be scheduled for the districts to consult with KDE's legal team to provide maximum information and guidance on this process. Regulations regarding these processes continue to move through the Kentucky Board of Education. KDE will publish the information for these webinars as they become available.

CIITS/EDS Update

Schoolnet has discovered that the way some teachers are set up in Infinite Campus prohibits CIITS from recognizing them as responsible for instruction and providing them access to Self-Reflection and Professional Growth Plans in EDS. A solution will be released in an upcoming product update. All other tools in the CIITS Educator Development Suite are accessible to all Kentucky educators. Teachers and principals can use the search feature to find professional learning opportunities such as the Peer Observer module and state and district offerings, as well as access the PD360 library. Using these resources with all teachers is a great way to introduce these tools and begin to scale up the work for the PGES next year.

> **How to use Caseload Manager to Assign Peer Observations**
> Peer observations need to be set up using the Caseload Manager tool. Users with the appropriate permissions can access the Caseload Manager tool by hovering over the CIITS Educator Development Suite banner and clicking Caseload Manager under Admin & Setup. There also is a [Quick Reference Card (QRC)](#) available for detailed steps on using the Caseload Manager tool. Information on how to conduct peer observations is available at https://powersource.pearsonschoolsystems.com/repository/schoolnet/pdf/ciits_qrc_classroom_observations_peer_observers.pdf. If you have a teacher that is not showing up on your caseload, please go to http://tinyurl.com/PGESIssuesReport to report the issue, and a Schoolnet representative will confirm resolution within 24 hours.
>
> For detailed steps and screenshots on assigning default and custom roles for district and school staff, please see the *[Assigning CIITS Roles and Permissions through Infinite Campus](#)* training document.
>
> Principal observation caseloads have been loaded into CIITS. Information on how to conduct principal observations is available at https://powersource.pearsonschoolsystems.com/repository/schoolnet/pdf/ciits_qrc_classroom_observations_principals.pdf.

Other Professionals in PGES

Representatives from a variety of role groups, including library media specialists, guidance counselors, school psychologists, occupational/physical therapists, school nurses and speech/language pathologists, met September 23 in Frankfort to begin discussing components of

the Professional Growth and Effectiveness System that will be used to inform the continuous improvement for their areas of the system. The timeline for inclusion of other professionals is set for an August 2014 statewide pilot (without consequences) and full implementation in August 2015.

Participants discussed essential questions about the system and how it can be used effectively to enhance professional growth based on criteria mandated through policy. Representatives of other role groups will be invited to participate in future discussions as an appropriate system for growth and effectiveness is developed to meet the needs of all Kentucky educators. Minutes from the OPGES committee will be posted to the KDE website. This will allow all Kentucky educators to follow the progress and support the recommendations moving forward from this group.

October – Connected Educator Month
Kentucky is one of a few states nationwide participating in [Connected Educator Month](). One theme to focus on is Connection to Collaboration. This month take advantage of opportunities to connect with other educators around the PGES work.
- **Twitter** – Share your experiences and learn about others PGES experiences via Twitter at #KyPGES.
- **PD 360** – Check out the [KY PGES group]() and the [KY Peer Observers group]() that have been established in PD360.
- **Lync** – Ask questions and participate in discussions during **PGES Office Hours.** Have a question about PGES? Need an answer in real time? Stop by and ask effectiveness coaches and PGES consultants about Principal PGES or Teacher PGES topics. You also may post questions at [teacherleader@education.ky.gov]() in advance. Sessions will begin at 3:30 p.m. and 4:30 p.m. EST on Tuesdays and Thursdays. Feel free to [stop by]() any time during those hours. To learn more about Lync visit the [Lync Meeting Page]().

PGES Webcasts
The next PGES webcast is scheduled for **3 p.m. ET on Wednesday, October 23**. This webcast will include district leaders from Trigg County implementing the PGES pilot. The webcast also will address frequently asked questions from the field. There will be an opportunity for districts to share various approaches to successful implementation. All live webcasts are viewed via [mms://video1.education.ky.gov/encoder3a](). All archived KDE webcasts can be found on the [KDE Media Portal.]()

RESOURCE: Increasing Teacher Effectiveness with Video and Professional Learning Communities
In this issue, *[Increasing Teacher Effectiveness with Video and Professional Learning Communities]()*, looks at how technology is transforming professional development to help teachers improve instructional practices.